

## CHAPTER 1 ORGANIZATION AND OPERATION

[Chapter 1 renumbered Chapter 6, IAC 1/18/84]  
[Prior to 11/15/89, General Services[450] Ch 1]

**401—1.1(18) Function.** The Iowa department of general services was established by Iowa Code chapter 18. The department is responsible for providing prompt, high quality goods and professional services to other state departments and governmental subdivisions.

**401—1.2(18) Organization and operations.**

**1.2(1) Location.** The department is located in the Hoover State Office Building, Des Moines, Iowa 50319, telephone (515)242-5120. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

**1.2(2) Administration of the department.** The chief executive officer of the department is the director of general services who is appointed by the governor with the approval of two-thirds of the members of the senate. The director serves at the pleasure of the governor.

**1.2(3) Divisions of department.** In order to carry out the functions of the department, the following divisions have been established:

*a.* The applications systems and programming division is responsible for providing data processing services to other state agencies, which include but are not limited to application development and maintenance, LAN support, product evaluation for mainframe or PC, and consultation services. In addition, the team supports a statewide voter registration and election services system.

*b.* The buildings and grounds division is responsible for the maintenance and appearance of the capitol complex buildings and grounds.

*c.* The communications division is responsible for developing, administering, coordinating and integrating communication services for state agencies.

*d.* The custodial services division is responsible for maintaining sanitary working environment for occupants and the public that utilize the 1.7 million square feet of office and exhibit spaces in the capitol complex.

*e.* The customer service, administration and purchasing division is responsible for customer service activities including parking, building access, receiving of customer concerns, and being a focal point for department information; administration activities including accounting and budgeting, personnel, labor relations and risk management; and purchasing and materials management activities including purchasing and contracting for goods and services for all state agencies not exempted by law, the distributions of state and federal surplus and central supply.

*f.* The data operations division is responsible for the reliable storage, support and processing of large enterprise computer systems. This includes software support, data entry, data control and 24-hour computer operation.

*g.* The design and construction division is responsible for capitol complex space management, energy projects, building and monuments restoration, capital projects, statewide leasing; architectural, engineering, and construction management services for other state agencies in the complex and the state institutions and correctional facilities.

*h.* The fleet and mail division is responsible for the management of vehicular travel requirements for state agencies not exempted by law, processing and delivering of mail for state agencies in the capitol complex and in the city of Des Moines.

*i.* The printing and records division is responsible for all copy machines, printing purchases, centralized printing, state document sales, reviewing records-related systems for state agencies, developing retention schedules for state records, maintaining a central records storage facility and providing micrographics services to state agencies.

*j.* The technology, education and consulting (TEC) division is responsible for providing personal computer and mainframe training, database support and local area networking and technical service consulting to other state agencies.

This rule is intended to implement Iowa Code section 18.3.

**401—1.3(18) Open records.** Rescinded IAB 11/15/89, effective 12/20/89.

**401—1.4(18) Petitions.** Rescinded IAB 4/7/99, effective 7/7/99.

**401—1.5(142B) Smoking.**

**1.5(1)** Smoking is prohibited in all capitol complex buildings, except where specifically permitted by the director or by the officer to whom the director has assigned the area. The secretary of the senate, the clerk of the house and the court administrator are responsible for areas in the capitol building under their control.

**1.5(2)** Entrance doors of all capitol complex buildings shall be posted with signs reading, “smoking prohibited by law.”

**1.5(3)** Smoking is allowed in private, enclosed offices occupied exclusively by smokers where the department, agency or agency officer has posted signs reading, “smoking permitted.”

**1.5(4)** Smoking is not permitted in open space offices, lobbies, conference rooms, elevators, restrooms, hallways, stairwells, corridors, tunnels, and the Wallace building auditorium.

**1.5(5)** Cafeterias under control of the commission for the blind in the capitol complex shall be divided into smoking and nonsmoking sections and appropriate signs shall be posted.

This rule is intended to implement Iowa Code chapter 142B.

**401—1.6(18) Use of buildings and grounds in the capitol complex.**

**1.6(1)** Conference rooms and auditoriums within the capitol complex are for use by state agencies, boards and commissions for authorized purposes only. The secretary of the senate, the clerk of the house and the court administrator are responsible for areas in the capitol building under their control. The state historical building, 600 East Locust, will be available for use by the public by contacting the department of cultural affairs.

**1.6(2)** Arrangements for use of conference rooms and auditoriums by state agencies, boards and commissions may be made by contacting the agency responsible for scheduling the facility. Questions about usage shall be resolved by the director or director’s designee.

**1.6(3)** Scheduling of events by the public as well as by state agencies, boards and commissions to be held in the historical building will be coordinated by the department of cultural affairs. Groups or individuals wishing to use the historical building for an event should contact the Facilities Coordinator, State Historical Society of Iowa, State Historical Building, Des Moines, Iowa 50319.

**1.6(4)** State agencies or the general public may request use of capitol complex grounds or parking lots for public events by letter to the director stating the name of the group, the purpose, the date, the number of participants and the name, address and telephone number of the responsible person and contact person. This shall not be interpreted as an infringement on the right of assembly and petition guaranteed by Section 20, Article I, The Constitution of Iowa.

**1.6(5)** Any state agency or public group granted permission to use the capitol complex facilities shall be responsible for a thorough cleanup after the event is concluded. All debris and animal waste shall be removed.

**\*1.6(6)** Consumption of alcoholic beverages is not permitted on the capitol complex except for special events in the new State Historical Building located between East 6th Street and Pennsylvania Avenue and Locust Street and Grand Avenue with the prior written approval of the director of the department of general services and the director of the department of cultural affairs.

**1.6(7)** The director may refuse to allow use of the facilities which, in the director's judgment, would be disruptive of official state business or of the public health and welfare. The director may consider recommendations of capitol security, previous experience with the requesting group or events such as that requested.

**1.6(8)** The director may require, when reasonable, that a damage deposit or bond be posted by any group requesting use of the capitol grounds.

**1.6(9)** Rescinded IAB 11/15/89, effective 12/20/89.

**1.6(10)** Permission to distribute literature on the capitol complex grounds or in state-owned or occupied buildings in metropolitan Des Moines must be obtained from the director or the director's designee. The director may designate specific locations from which literature may be distributed in order to ensure control of litter, unobstructed access to public buildings and reasonable conduct of public business.

**1.6(11)** No state-owned equipment or state personnel shall be used for private parties, weddings, demonstrations, rallies, etc., without the written consent of the director or the director's designee.

**1.6(12)** The director may cause the temporary or permanent placement of barricades, ropes, signs, or other barriers to access to certain parts of state buildings or grounds. Unauthorized persons beyond the barriers may be removed or prosecuted as provided by law.

**1.6(13)** Public use of state buildings is restricted to normal office hours.

For all buildings except the Capitol Building and the Historical Building, normal office hours are 6 a.m. to 5:30 p.m. Monday through Friday. Buildings are closed to the public on weekends and holidays.

For the Capitol Building, normal office hours are 6 a.m. to 5:30 p.m. Monday through Friday, except that if a legislative session lasts past 5 p.m., the closing hour is extended until one-half hour beyond the session's end. On weekends and holidays, the building is open from 8 a.m. to 4 p.m.

For the Historical Building, normal office hours are 8 a.m. to 4 p.m. every day, including weekends and holidays.

Hours listed above are subject to change. Changes in hours shall be posted on the main entrance doors to each affected building.

**1.6(14)** Public use of the capitol complex grounds is restricted to the hours of 6 a.m. to 11 p.m. on a daily basis.

**1.6(15)** Special events.

*a.* The director may grant a variance from the requirements of these rules and grant a special events permit for events sponsored by the state or other governmental entities or events where a city or county government agrees to provide appropriate security and supervision if the director determines that granting the permit is consistent with the underlying purpose of these rules and that the public interest so demands.

*b.* As a condition of the issuance of a special event permit the director may require:

(1) The filing of a bond payable to the director, in an amount adequate to cover costs such as restoration, rehabilitation and cleanup of the area used and other costs resulting from this special event. In lieu of a bond, a permittee may elect to deposit cash equal to the amount of the required bond.

\*See 1992 Iowa Acts, SJR 2009, for exception within the Capitol December 3, 1992, to December 5, 1992.

(2) In addition to the requirements of 1.6(15) “b”(1), the director may require the acquisition of liability insurance in which the state of Iowa is named as an additional insured to protect the state.

(3) The permit may contain such conditions as are consistent with protection and use of the capitol complex for the purposes for which it is intended. It may also contain limitations on the equipment used and the time and area within which the event is allowed.

This rule is intended to implement Iowa Code section 18.10.

#### **401—1.7(18) Solicitation and sales in state-owned and occupied buildings in metropolitan Des Moines.**

**1.7(1)** Canteens, cafeterias and vending machines under the control of the department for the blind and gift shops under the control of the department of cultural affairs and a shoe shine stand established pursuant to subrule 1.7(4) are the only authorized methods of direct sales to employees and visitors in state-owned and occupied buildings in metropolitan Des Moines.

**1.7(2)** Solicitation of state employees for direct sales, within state-owned and occupied buildings is expressly forbidden. Solicitation of state employees for political contributions shall be governed by Iowa Code section 721.3.

**1.7(3)** Vendors seeking to sell supplies, equipment and services to state agencies shall comply with 450—2.2(18) Approved vendors, and shall contact the purchasing division to schedule sales calls. This provision is not applicable to agencies otherwise excepted by law or rule.

**1.7(4)** A shoe shine stand may be established in the basement of the State Capitol Building. Vendors interested in contracting for the operation of the stand shall comply with the provisions of 401—Chapter 9.

This rule is intended to implement Iowa Code sections 18.10, 303.9(2), 601C.2(2) and 601C.3.

#### **401—1.8(18) State vehicle dispatcher vehicle assignments.**

**1.8(1)** Pursuant to Iowa Code section 18.115(4) “a,” the agencies listed below shall assign all vehicles within their possession, control, or use in accordance with the standards set forth in this rule. The following agencies are subject to this rule:

- a. State vehicle dispatcher;
- b. State department of transportation;
- c. Institutions under the control of the state board of regents;
- d. The department for the blind; and
- e. Any other state agency exempted from obtaining vehicles for use through the state vehicle dispatcher.

**1.8(2)** Definitions.

“*Cargo payload*” means the net cargo weight transported. The weight of the driver, passengers, and fuel shall not be considered in determining cargo payload.

“*Cargo volume*” means the space calculated in cubic feet behind the vehicle driver and passenger seating area. In station wagons, the cargo volume is measured to the front seating area with the second seat laid flat behind the driver.

“*Passengers*” means the total number of vehicle occupants transported on a trip, including the driver.

“*Primary use*” means the utilized application exceeds 50 percent of the miles driven annually for EPA-designated light duty trucks and vans and exceeds 75 percent of the miles driven annually for EPA-designated passenger sedans and wagons.

**1.8(3)** In order to maximize the average passenger miles per gallon of motor vehicle fuel consumed, vehicles shall be assigned on the following basis:

- a. EPA-rated compact sedans shall carry one or two passengers and their personal effects.
- b. EPA-rated compact wagons shall carry one or two passengers and a minimum cargo volume of 50 cubic feet or a minimum cargo payload of 350 pounds.

- c. EPA-rated mid-size sedans shall carry three or more passengers and their personal effects.
- d. EPA-rated mid-size wagons shall carry one or more passengers and a minimum cargo volume of 67 cubic feet or a minimum cargo payload of 750 pounds.
- e. EPA-rated full-size sedans shall carry four or more passengers and their personal effects.
- f. EPA-rated full-size wagons shall carry one or more passengers and a minimum cargo volume of 81 cubic feet.
- g. Mini cargo vans shall carry a minimum cargo volume of 81 cubic feet or a minimum cargo payload of 1,360 pounds.
- h. Cargo vans possessing a gross vehicle weight rating (GVWR) between 5,500 and 7,300 pounds shall carry a minimum cargo volume of 175 cubic feet or a minimum cargo payload of 1,500 pounds.
- i. Cargo vans possessing a GVWR in excess of 7,300 pounds shall carry a minimum cargo volume of 255 cubic feet or a minimum cargo payload of 1,800 pounds.
- j. Five-passenger mini passenger vans shall carry three or more passengers and a minimum cargo volume of 70 cubic feet or a minimum cargo payload of 1,000 pounds.
- k. Seven-passenger mini passenger vans shall carry five or more passengers and their personal effects.
- l. Eight-passenger standard size passenger vans shall carry six or more passengers and their personal effects.
- m. Twelve-passenger standard size passenger vans shall carry eight or more passengers and their personal effects.
- n. Fifteen-passenger "maxi" or "extended" passenger vans shall carry ten or more passengers and their personal effects.

**1.8(4)** Vehicles that are made available for temporary assignment, such as departmental pool vehicles, shall be assigned in accordance with this rule. If an appropriately classified vehicle is unavailable, the next larger available classification may be substituted. Other substitutions may be authorized in consideration of passenger physical characteristics or disabilities or any other distinguishing circumstances and conditions as determined by the state vehicle dispatcher, the director of the department of transportation, or the executive director of the board of regents for the vehicles under their respective authorities.

The state vehicle dispatcher, the director of the department of transportation, and the executive director of the board of regents shall submit biennial reports detailing the substitutions of larger vehicle classifications. The reports shall include a brief statement explaining the necessity for any substitution authorized by the respective fleets and shall be received by the director of the department of management no later than July 31, 1995, and by July 31 every other year thereafter.

**1.8(5)** Vehicles permanently issued to agencies or drivers shall be assigned in accordance with this rule based on the primary use of the vehicle.

**1.8(6)** This rule shall not apply to special work vehicles, law enforcement vehicles and vehicles propelled by alternate fuels. For purposes of this rule, a "special work vehicle" includes, but is not limited to, fire trucks, ambulances, motor homes, buses, medium- and heavy-duty trucks (26,600 lbs. GVWR and larger), highway painting trucks, truck tractors, motor graders, core drill trucks, crawler tractors, wheel tractors, aerial boom and bridge inspection trucks, draglines, truck-mounted snow blowers, front-end loaders, sweeper trucks, rollers, pavers and other highway maintenance vehicles and any other classes of vehicles of limited application approved by the state vehicle dispatcher.

This rule is intended to implement Iowa Code section 18.115(4) "a."

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